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CIVIL SERVICE COMMISSION

www.gahanna.org

POLICE OFFICER CANDIDATES 2002

INFORMATION PACKET

TO: PROSPECTIVE FULL-TIME AND PART-TIME POLICE OFFICER CANDIDATES

FROM: CITY OF GAHANNA CIVIL SERVICE COMMISSION

SUBJECT: POLICE OFFICER SELECTION PROCESS

Attached is an Examination Announcement, Job Description, and Police Officer Selection Process Description. **All applicants must obtain an information packet and study guide and pay a \$15.00 filing fee at the time of filing the application. If you wish to claim military credit, you must provide proof of service (DD-214) at the time of filing the application. Applicants for Part-time Police Officer must already be certified as Police Officer.**

Applications will be available Thursday, November 15, through Friday, November 30, 2001. Filing deadline will be November 30th at 12 Noon, NO EXCEPTIONS. *To qualify for the eligibility list, you must pass the Civil Service Examination and be 21 years old at the time of the appointment. The exam will be given on Saturday, January 12, 2002 at 9:00 a.m. You must receive a study guide when you file the completed application. It is your responsibility to make sure you get the study guide* **Everyone who passes the written test will be scheduled for the Physical Fitness test on Saturday, February 2, 2002, and must bring a physician's certificate to take the test.**

Examination Fee:

There is a **\$15.00** filing fee for this examination to help cover costs. This is not refundable. Checks or money orders shall be made out to the City of Gahanna. Any questions, call Civil Service Office at **614-471-3734**.

Gahanna's Vision is ...

... to be an innovative model community that values its rich heritage, pursues high standards, and where citizens respect one another.

Gahanna's Mission is ...

... to ensure an exceptional quality of life by providing comprehensive services, financial stability, and well-planned development which preserves the natural environment, so that city government will continue to be responsive, accessible, and accountable to our diverse and growing community of citizens.

Location of Test:

Gahanna Lincoln High School Cafeteria, 140 South Hamilton Road, Gahanna, Ohio.

Application:

1. The attached application must be completed and signed.
2. The application **MUST BE NOTARIZED**. (Civil Service Secretary is a notary.)
3. The release form and requirement questionnaire inside the application must be signed, witnessed and dated.
4. Proof of citizenship will be required for employment; e.g. birth certificate, passport, naturalization papers. (U.S. Citizenship required.)
5. If you are a **veteran** wishing to claim veteran points, **you must** submit a copy of your DD-214 with the application (do not staple it to the application).

Full and part-time Police Officer candidates **will be taking the same written test**. Those who pass will be placed on the **same eligibility list**. **If a candidate is offered a part-time position, or visa versa, and they refuse that position they will stay on the eligibility list for the next hiring for the position they wish.**

EXAMINATION ANNOUNCEMENT POLICE OFFICER

The City of Gahanna is seeking qualified candidates for the positions of Full-time and Part-time Police Officer. Applicant must be 21 years of age at the time of appointment. The Civil Service Commission is asked to form an eligibility list to be used when there is an opening for 12 months following the exam. The passing grade is 70%.

Applications can **only** be obtained at the City of Gahanna, Civil Service Office, 200 S. Hamilton Road, Gahanna, Ohio, 43230. (DO NOT GO TO THE POLICE STATION TO PICK UP INFORMATION PACKETS, THEY WILL NOT BE AVAILABLE THERE.) Applications will be accepted from November 15 through November 30th at 12 Noon. (Thursday, November 22, and Friday, November 23rd are holidays, the City will not be open.)

Salary Range: \$19,843 (\$9.54 an hour) to \$50,315 (\$24.19 an hour).

The City of Gahanna is an Equal Opportunity Employer.

POLICE OFFICER GENERAL DESCRIPTION OF CLASSIFICATION AND DUTIES

Under the direct supervision of a Sergeant or Lieutenant, a Police Officer patrols a designated area ensuring compliance with all applicable State Laws and City Ordinances, answers calls when a crime is suspected or an emergency exists; **takes** such actions as are necessary to prevent crime and/or to apprehend a criminal; to maintain safety; to assist citizens in a wide range of

emergency and non-emergency situations, and performs other related duties, tasks and assignments as required and directed by a Sergeant, Lieutenant, Deputy Chief or the Chief of Police.

EXAMPLES OF WORK: (Illustrative Only)

- Drives a police vehicle, patrolling designated area.
- Reports unsafe conditions such as obstructions in streets.
- Issues citations for violations of traffic laws.
- Makes arrests, sometimes requiring the use of physical effort.
- Transports prisoners.
- Investigates accidents, determining conditions, causes and other pertinent facts regarding accident.
- Conducts investigations of crimes; preserves crime scenes; gathers and preserves evidence.
- Checks doors and windows of homes and businesses for security.
- Testifies in court.
- Assists injured persons; notifies families of injury.
- Answers inquiries; assists stranded motorists.
- Looks for and investigates conditions or situations which may indicate a crime is about to be, or has been committed.
- Maintains records and prepares reports of incidents and activities.
- Takes statements from witnesses and suspects.
- Secures warrants.
- Where juveniles are involved, interviews parents; appears in court, and works with school authorities.
- Directs and regulates traffic.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of applicable Federal, State and Local Laws relating to law enforcement. (Developed and acquired after appointment.)
- Considerable knowledge of law enforcement methods, principles, practices and procedures. (Developed and acquired after appointment).
- Considerable knowledge of safety practices and procedures.
- General knowledge of municipal government structure and process.
- Skill in the use of firearms.
- Good interpersonal and human relations skills.
- Ability to understand and carry out detailed oral and written instructions.
- Ability to exercise sound reasoning and good judgment.
- Ability to recognize unusual or threatening conditions and takes appropriate action.
- Ability to interpret and apply principles, concepts, methods, laws, ordinances and techniques to field conditions.
- Ability to recognize, analyze and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.
- Ability to organize and prioritize daily tasks and activities.
- Ability to use proper research and investigative methods, techniques and practices in gathering data.

- Ability to prepare clear, concise, complete and accurate reports.
- Ability to work alone on most tasks.
- Ability to cooperate with co-workers on group efforts.
- Ability to establish and maintain a good rapport with the public.
- Ability to handle routine and sensitive inquiries from, and contact with, the public.
- Ability to maintain confidentiality in handling of sensitive events and issues.
- Ability to communicate with the public, peers, superiors and other City officials and employees in an effective, tactful and courteous manner.
- Ability to resolve complaints from angry citizens in an effective, tactful and courteous manner.
- Ability to demonstrate physical strength and dexterity in the use of hands and feet.
- Ability to demonstrate physical fitness.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Minimum of 21 years of age at time of appointment.
- Possession of a valid Ohio Driver's License at time of appointment.
- Must be a United States citizen.
- Must be in good physical condition, as determined by a medical examination and physical fitness examination.
- Visual acuity - both eyes must have corrected vision of 20/30.
- Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, written examination, fitness test, record check, background investigation, polygraph examination and oral interview, and Conditional Job Offer. Conditions of the job offer will be successful completion of a psychological and medical examination).
- The location of an officer's residence must be such that if an officer is contacted and called back to duty in an emergency, the officer can report to the station, ready for duty, within sixty minutes of being contacted. New officers will meet this requirement within six months of appointment.

POLICE OFFICER SELECTION PROCESS SUMMARY DESCRIPTION

The purpose of this summary description is to provide Police Officer candidates with information regarding the Police Officer Selection Process.

I. Formal Application

Applications will be available starting Thursday, November 15, 2001, at 8:00 a.m. at Gahanna City Hall, 200 South Hamilton Road, Gahanna, Civil Service Office.

II. Written Examination

1. A written examination will be administered on **Saturday, January 12, 2002, at 9:00 a.m.** at the Gahanna Lincoln High School, Cafeteria, 140 South Hamilton Road, Gahanna, Ohio. Please allow 2 1/2 hours for the examination. In an effort to increase testing integrity, each candidate shall be required to show two pieces of identification, one containing his/her picture.

2. All candidates will be notified of their score on the written exam within 14 days in writing.

The content of the examination will consist of the following:

Questions:

1 - 33	<i>Paired-Associate Memory - Wanted Posters</i>
34 - 44	<i>Memory for Ideas - Police Procedures and Information</i>
45 - 58	<i>Memory for Relationships - Filling Out Forms</i>
59 - 90	<i>Verbal Comprehension - Vocabulary</i>
91 - 102	<i>Spatial Orientation - Accident Diagrams</i>
103 - 113	<i>Problem Sensitivity</i>
114 - 119	<i>Semantic Ordering - Exercising Judgment</i>
120 - 128	<i>Spatial Scanning - Scanning Area Maps</i>
129 - 140	<i>Induction - Identifying Themes and Ideas</i>

The questions on the test are all multiple choice and you will be allowed 2 1/2 hours.

III. Physical Fitness

1. A physical fitness test will be administered **to all candidates passing the written test**. The test will be given by qualified fitness personnel and will be evaluated in accordance with established and valid fitness standards. The physical fitness test will be given **February 2, 2002 at 480 Rocky Fork Blvd, at the Gahanna Senior Citizen Building** at 9:00 a.m. **Candidates are required to bring a physician's certificate** stating they are fit to perform all elements of the fitness testing. **It is your responsibility to bring the Physician's Certificate, if you do not have the certificate on the morning of the fitness test you will not be allowed to take the test which will disqualify you**. Candidates will be required to bring **two** pieces of identification, one being a picture I.D.
2. This examination will help identify qualified candidates and reduce the possibility of work disabilities.

IV. Record Check

1. A thorough and complete record check of each candidate will be conducted by the Gahanna Police Department. The Department will check for local, criminal and traffic records.
2. Each candidate's name will be entered into state and national computers for wants and prior records.
3. Fingerprints will be taken for each candidate and submitted for state and federal screening.
4. Successful candidates will then be subject to a *Background Check*.

V. Background Check

A thorough and complete investigation of each candidate's background will be conducted at this phase. The function of the background investigation is to determine each candidate's suitability for employment as a Gahanna Police Officer. The background investigation will include, but not be limited to, the following:

1. Verification of each candidate's credentials, past and present employment, residence's and driver's license.
2. Review of each candidate's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.

3. Interviews with past and present employers, school officials, neighbors and personal references.

The following occurrences or incidents in a candidate's background may result in disqualification from the selection process.

- Conviction for felony or serious misdemeanor.
- Use of controlled substances (unless under a physician's direction) and/or conviction for controlled substance violation.
- Intemperate use of alcoholic beverages.
- Poor work record.
- Poor driving record; for instance numerous convictions for moving traffic violations.
- Numerous debts which are not being regularly paid-off.
- Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a Police Officer given the power and responsibilities incumbent to the position.

Successful candidates will then be subject to a Polygraph Examination.

VI. Oral Interviews

1. Oral Interviews of the candidates finishing in the top 6 places from the written and physical fitness exam will be administered by the Oral Review Board at a designated time and place.
 2. Each candidate will be interviewed for approximately 45 - 60 minutes by an oral board consisting of police officers from the Gahanna Police Department.
 3. All elements of the oral interview will be standardized to include uniform questions.
 4. Each candidate shall be evaluated based upon the following rating dimensions:
 - Appearance, image, demeanor and attitude
 - Communication
 - Mental alertness
 - Judgment, reasoning and analysis
 - General personality impressions
 - Social interaction, and human relations
 - Overall suitability
 5. Should a candidate from the list be considered but not selected more than three times for the same or similar position, the Civil Service Commission shall have the authority to disqualify said candidate from future consideration and to remove that candidate's name from the existing Eligibility List. The Civil Service Commission's decision shall be final.
 6. If during or after the interviews, the Civil Service Commission learns that a candidate has misrepresented his/her qualifications, skills, abilities, prior employment history, etc. or in general has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the Civil Service Commission shall have the authority to disqualify the candidate from future consideration and to remove the candidate's name from the existing Eligibility List, in which case, the Civil Service Commission shall notify said candidate in writing stating the reason for his/her disqualification and removal from the Eligibility List. The decision of the Civil Service Commission to disqualify said candidate from future consideration and to remove said candidate's name from the Eligibility List shall be final.
- At the conclusion of each interview, candidates will have a final opportunity to ask questions.

VII. Conditional Job Offer

Once a candidate is selected for the position, based upon the above testing procedures, a written Conditional Job Offer will be made to the candidate. Conditions of the job offer will be successful completion of a psychological evaluation, medical examination and polygraph examination.

1. Psychological Evaluation
2. Medical Examination

VIII. Polygraph Examination

A polygraph examination will be administered to each candidate by a trained and certified polygraph examiner.

1. Questions "relevant" to the nature and extent of the inquiry will be provided to each candidate in advance of the exam so that he/she can have sufficient time to review and understand what is going to be asked of them. Questions will be drawn from areas concerning questions of illegal activities, morals, ethics, and drug/alcohol use.
2. Admissions concerning moral attitudes and illegal activities made during the polygraph examination will be scrutinized as to their acceptability.
3. The candidate may or may not be advised of the results by the examiner upon completion of the exam.
4. The results will not be used as a single determinant of employment status. However, deception to relevant questions during any part of the exam, which is corroborated by other investigative means, will eliminate the candidate from further consideration.

PHYSICAL FITNESS PREPARATION

The Civil Service Commission, in recognizing the importance of physical fitness status as it pertains to eventual job performance, has established the **PHYSICAL FITNESS TEST**. The following provides information on the rationale, purpose, testing and procedures, standards of performance and fitness activities to prepare for the Physical Fitness Test. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

WHAT IS PHYSICAL FITNESS?

Physical fitness is a health status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity or cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area for heart disease in that low aerobic capacity is a risk factor.
- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important. Areas in the low strength levels have a bearing on upper torso and lower back disorders.
- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area for lower back disorders.

critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

Physical fitness can be an important area for minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

HOW WILL PHYSICAL FITNESS BE MEASURED?

The Physical Fitness Test consists of 3 basic tests. Each test is a scientifically valid test. The tests will be given in the following sequence with a rest period between each test.

1. 1 MINUTE PUSH-UP TEST

This is a measure of the fitness (strength and endurance) level of the muscle groups involved in the chest, upper arms and shoulder girdle. It is an important area for performing police tasks requiring upper body strength. The score is in the number of push-ups performed in 1 minute.



2. 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in the number of bent leg sit-ups performed in 1 minute.



3. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.



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WHAT ARE THE STANDARDS?

- The actual performance requirement for each test is based upon norms for a national population sample.
- The applicant must pass every test during a single session.
- The required performance to pass each test is based upon sex and age (decade). While the absolute performance is different for the 8 categories, the relative level of effort is identical for each age and sex group. All recruits are being required to meet the same percentile rank in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximate the 30th percentile for each age and sex group.

PHYSICAL FITNESS CHART

TEST	MALE				FEMALE			
	Ages				Ages			
	20-29	30-39	40-49	50 +	20-29	30-39	40-49	50 +
1 Minute Sit Up (Minimum)	35	32	27	21	35	32	27	21
1 Minute Push Up (Minimum)	26	20	15	10	20	15	10	9
1.5 Mile Run (Maximum Time)	13.22	14.08	14.56	15.57	15.57	16.35 18.23	17.24	

HOW DO YOU PREPARE FOR THE PHYSICAL FITNESS TEST?

1. **Preparing for the Sit Up Test.**

The progressive routine is to do as many bent leg sit ups (hands behind the head) as possible in 1 minute. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute).

2. Preparing for the Push Up Test.

If you have access to weights, determine the maximum weight one can bench press one time. Take 50% of that poundage. This will be the training weight. You should be able to do 8-10 repetitions of that weight. So 3 sets of 8-10 repetitions adding 2 1/2 to 5 pounds every week.

If you do not have weight equipment, then the push up exercise can be utilized. Determine how many push ups you can do in one minute. At least 3 times a week do 3 sets of the amount you can do in one minute.

3. Preparing for the 1.5 Mile Run.

Below is a gradual schedule that would enable you to perform at a maximum effort for the 1.5 mile run. If you can advance the schedule on a weekly basis then proceed to the next level. If you can do the distance in less time, then that should be encouraged.

WEEK	ACTIVITY	DISTANCE	TIME	FREQUENCY
1	Walk	1 Mile	20'-17'	5/week
2	Walk	1.5 Miles	29'-25'	5/Week
3	Walk	2 Miles	35'-32'	5/Week
4	Walk	2 Miles	30'-28'	5/Week
5	Walk/Jog	2 Miles	27'	5/Week
6	Walk/Jog	2 Miles	26'	5/Week
7	Walk/Jog	2 Miles	25'	5/Week
8	Walk/Jog	2 Miles	24'	4/Week
9	Jog	2 Miles	23'	4/Week
10	Jog	2 Miles	22'	4/Week
11	Jog	2 Miles	21'	4/Week
12	Jog	2 Miles	20'	4/Week